



DEPARTMENT OF MILITARY AFFAIRS

RECRUITMENT AND SELECTION HIRING

Following the interviews, reference checks, and selection, this form must be returned to the Personnel Officer along with all rating forms, applications, reference check documents, etc.

POSITION NUMBER TITLE GRADE/BAND

☐ FULL-TIME ☐ PART-TIME (Average hours scheduled to work per week)

☐ PERMANENT ☐ TEMPORARY (# of months/days) ☐ SEASONAL (# months)

DIVISION/BUREAU/UNIT

EMPLOYEE NAME

START DATE

Employees new to state government typically start at entry rate.

Pay exceptions (pay over entry) must be approved by the Director before being offered to the employee.

PAY IS: ☐ ENTRY

☐ PAY EXCEPTION – AMOUNT \$ (ATTACH DIRECTOR'S APPROVAL)

☐ CURRENT STATE EMPLOYEE

☐ TRAINING ASSIGNMENT (UNDER ENTRY) – AMOUNT \$
(MUST ATTACH TRAINING ASSIGNMENT AGREEMENT)

APPROVAL:

DATE

Division Administrator

CALL PERSONNEL (324-3334) IF YOU HAVE ANY QUESTIONS DURING THE PROCESS OF
SELECTING NEW EMPLOYEES.

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FOR PERSONNEL OFFICE USE ONLY

☐ 1. HIRE LETTER SENT

☐ 2. APPLICANT FLOW COMPLETED

